



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA DEPARTMENT OF HUMAN RESOURCES	RELEASE DATE:	Friday, March 13, 2015
POSITION TITLE:	CHIEF, BENEFITS DIVISION	FINAL FILING DATE:	Thursday, March 26, 2015
CEA LEVEL:	CEA B	EXTENDED FINAL FILING DATE:	Friday, April 17, 2015
SALARY RANGE:	\$ 8,766.00 - \$10,442.00 / Month	BULLETIN ID:	03132015_3

POSITION DESCRIPTION

Under the general direction of the CalHR Director/Deputy Director this position has responsibility for the development and implementation of policies, regulations and programs designed to administer employee benefit and administrative programs.

The position is part of the executive team that is responsible for ensuring implementation of the CalHR Strategic Plan and is a key leader in efforts to streamline state Civil Service human resource practices as outlined in the 2014-15 Governor's Budget.

Duties of the position include, but are not limited to:

Administers all employee benefit programs, including dental care, vision care, employee assistance, FlexElect, legal services, term life insurance, long-term disability, CoBen, COBRA, Travel and Accident Insurance, ACA provisions, wellness, pre-tax parking, merit award, drug/substance abuse testing, state owned housing, travel, relocation, transit and vanpool and workers' compensation/industrial disability.

Provides high-level policy advice to the Director/Deputy Director regarding all state employee benefit programs, including health benefits and long-term care programs administered by CalPERS and Non-Industrial Disability benefits administered by the Employment Development Department.

Provides leadership and direction in the exploration of program, policy and administrative alternatives that enhance the overall administration of a comprehensive employee benefits program necessary to attract and retain a well-qualified workforce.

Conducts comprehensive analysis of the state's employee benefit programs and those administered

by other entities to maximize the state's investment in existing and potential program offerings.

Conducts comprehensive analyses of legislative and collective bargaining proposals that would establish new benefits or affect the administration of existing programs.

Represent the CalHR in discussions of benefit program policies and administrative practices with numerous organizations, including the Legislature, CalPERS, labor unions, excluded employee groups, benefit vendors and consultants/actuaries.

Negotiates, with the assistance of an insurance broker, and administers contracts with insurance vendors, evaluates the effectiveness of contracts to ensure the state is maximizing the benefit of scale and volume purchasing discounts. Directs the development and implementation of a comprehensive communication program, taking advantage of new technology to reach and interact with a large and geographically dispersed workforce.

Drafts internal and external communications for the Director and Deputy Director, ensuring effective vertical and lateral communications to all levels. Manages and coordinates special projects for the Directorate.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

Or II

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

Or III

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management;

techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level A Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

CEA Level B Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

DESIRABLE QUALIFICATION(S)

- Direct managerial / supervisory experience in the areas of policy development, policy consultation and personnel management.
- Knowledge of the CalHR and its responsibilities.
- Knowledge of collective bargaining theories and practices; legislative process; and business, leadership and management theories, including areas of equal employment opportunity.
- In-depth knowledge of state civil service laws and rules related to benefit administration.
- Knowledge of the principles and practices of strategic planning and policy formulation and development and the laws, rules and regulations that govern CalHR and departmental activities.
- Ability to work and interact effectively with departmental executives, fiscal/budget management staff, labor union management staff and members of the Legislature.
- Demonstrated experience in proactively developing and leading organizations in the implementation of strategies to address and resolve administrative and organizational problems in a

service-oriented environment.

- Demonstrated understanding of a manager's role in contributing to and achieving an equal employment opportunity workplace.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF, BENEFITS DIVISION**, with the **CALIFORNIA DEPARTMENT OF HUMAN RESOURCES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of a standard State application (Form 678), résumé, and Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate your education and experience as it relates to the minimum qualifications, knowledge, skill and abilities, and desirable qualifications. The Statement of Qualifications also serves as documentation of each candidate's ability to present written information clearly and concisely as this too is a critical factor to successful job performance. Therefore, it is to your advantage to invest the time and effort to completely describe your knowledge, skills and abilities. Failure to demonstrate sound organizational structure, clarity, and correct mechanics, (spelling, grammar, and punctuation) may result in your Statement of Qualifications being disqualified.

All candidates will be ranked competitively and notified of examination results. The results of this examination may be used only to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be attained. However, the CalHR may elect to consider new applicants in addition to those previously screened.

Based on the screening committee's evaluation of the competitive group, interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates, if an interview is determined necessary to make a selection.)

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF HUMAN RESOURCES, Personnel Office
1515 S Street, North Building, Suite 500, Sacramento, CA 95811
Trisha Bauman | (916) 324-9408 | Trisha.Bauman@CalHR.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF HUMAN RESOURCES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: [CEA and Exempt Appointees](#)